



DEFENSE LOGISTICS AGENCY
DEFENSE LOGISTICS SERVICES CENTER
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CHANGE NO. 3
DoD 4100.39-M

CH 3
DoD 4100.39-M
Volume 7

DLSC-VPH
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FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL

I. Volume 7, DoD 4100.39-M, 1 April 1995, change as follows: Remove pages listed below and insert revised pages. Additions and changes are indicated by *bold-face italic* type. Deletions are indicated in the Significant Changes paragraph below.

	<u>REMOVE OLD</u>	<u>INSERT NEW</u>
Glossary	iii and iv, vii and viii, xiii thru xvi, xxiii thru xxx	iii and iv, vii and viii, xiii thru xvi, xxiii thru xxx
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Chapter 1	7.1-1 thru 7.1-8	7.1-1 thru 7.1-8
Chapter 2	7.2-1 and 7.2-2	7.2-1 and 7.2-2
Chapter 3	7.3-1 thru 7.3-3	7.3-1 thru 7.3-3

II. SIGNIFICANT CHANGES

- A. The page changes are effective upon receipt.
- B. Significant changes for the entire manual this quarter and the applicable change number for each affected volume are listed on the change sheet for Volume 1.

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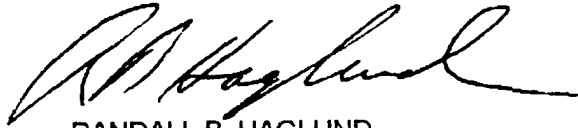
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III. This change sheet will be filed in front of Volume 7 for reference purposes after changes have been made.

BY ORDER OF THE DIRECTOR:



RANDALL B. HAGLUND
Colonel, USMC
Commander
Defense Logistics Services Center

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GLOSSARY
PART I - ACRONYMS

Volume(s)			Volume(s)		
AAC	Acquisition Advice Code	6.14.15	ASCII	American National Standard Code for Information Interchange	2
ACN	Advance Change Notice, FLIS	1.2	ASD	Assistant Secretary of Defense	
ADC	Air Dimension Code	15	ASPR	Armed Services Procurement Regulation	7
ADP	Automatic Data Processing	1.3.4.7	CAC	Civil Agency Catalog	15
ADPEC	Automatic Data Processing Equipment Identification Code	6.15	CAGE	Commercial and Government Entity Code	1.2.4.5.6. 7.14.15
ADPP	Automatic Data Processing Point	15	CAO	Contract Administration Office	1.15
ADPS	Automatic Data Processing System	1	CB	Change Bulletin	15
AEDA	Ammunitive, Explosives and Other Dangerous Articles	10	CCAL	Certified Contractor Access List	15
AFFC	Air Force Fund Code		CDA	Catalog Data Activity	6
AFLC	Air Force Logistics Command	6.13	CIC	Card Identification Code Item Management Coding Content Indicator Code Continuation Indicator Code	4.6.14 2 2
AFM	Air Force Manual	6.13	CIT	Consumable Item Transfer	6
AIN	Approved Item Name	3.4.6	CMD	Catalog Management Data	1.2.4.5. 6.7.14.15
AINRP	Approved Item Name Reclassification Program	6	COM-RI	Communications Routing Identifier	2.6
AMC	Acquisition Method Code	6.14	CSS	Cataloging Statistical Series	2.14
AMSC	Acquisition Method Suffix Code	6.14	DA	Description Available	15
ANSI	American National Standards Institute, Inc.	2.3.7	DAAS	Defense Automatic Addressing System	1.2.6
APSN	Association Package Sequence Number		DAASO	Defense Automatic Addressing System Office	1.2.4. 1.2.4. 5.6.14
AQL	Acceptable Quality Level	2.14	DAC	Document Availability Code	4
AR	Army Regulation	2.6.13			
ARC	Accounting Requirements Code	15			

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		Volume(s)			Volume(s)
DCN	Document Control Number	1.4	DoDAC	Department of Defense Ammunition Code	3
DCSN	Document Control Serial Number	6	DoDD	Department of Defense Directive	1
DD Form	Department of Defense Form	1.2.3. 4.5.7.15	DoDI	Department of Defense Instruction	6.14
DEMIL	Demilitarization	4.15	DOE	Department of Energy	2.4
DESC	Defense Electronics Supply Center	2.14	DPSC	Defense Personnel Support Center	2.13.14
DFSC	Defense Fuel Supply Center	2.14	DRIS	Defense Retail Interservice Support	
DHCO	Departmental Headquarters Catalog Office	2.14	DRMS	Defense Reutilization and Marketing Service	1.15
DIA	Defense Intelligence Agency	13	DRN	Data Record Number	1.2.4. 5.6.7.13
DIC	Document Identifier Code	1.2.4.6.7. 13.14.15	DSC	Defense Supply Center	1.2.4.6
DIPEC	Defense Industrial Plant Equipment Center	1.2.6.7.13	DSCC	Defense Supply Center Columbus	2,14
DISC	Defense Industrial Supply Center	2.14	DSCR	Defense Supply Center Richmond	2,14
DLA	Defense Logistics Agency	1.2.4.5.6. 13.14.15	DSN	Defense Switched Network (formerly: Automatic Voice Network - Autovon)	1.2.3.4.5
DLAH	Defense Logistics Agency Handbook		DSOR	Depot Source of Repair	6
DLAR	Defense Logistics Agency Regulation	6.13	DSWA	Defense Special Weapons Agency	2,4,6,13,14
DLSC	Defense Logistics Services Center	All	DSWACA	Defense Special Weapons Agency Cataloging Activity	4
DM	Descriptive Method (Item Identification)	2.14	EAM	Electronic Accounting Machine	1.2.4. 6.7.13
DoD	Department of Defense	All	ED	Effective Date	2.6.13
DoDAAC	Department of Defense Activity Address Code		ELCD	Extra Long Characteristic Description	2.3.4
DoDAAD	Department of Defense Activity Address Dictionary				

		Volume(s)			Volume(s)
MRC	Master Requirement Code	1,3,4,5,15	ODRC	Output Data Request Code	1,2,4,5,6
MRD	Master Requirement Directory	3,15	OE	Organizational Entity	1,4,5,7,15
MRM	Military Retail Manager	14	PDM	Partial Descriptive Method (Item Identification)	2,4
MTMC	Military Traffic Management Command	1,2,4,6,15	PIC	Priority Indicator Code	1,2,4,5,14
NADEX	NATO Data Exchange	1	PICA	Primary Inventory Control Activity	1,2,4,5, 6,13,14
NAIN	Non-Approved Item Name		PMC	Procurement Method Code	6,14
NATO	North Atlantic Treaty Organization	1,2,4,5, 6,7,13,15	PMIC	Precious Metals Indicator Code	6,15
NCAGE	NATO Commercial and Government Entity	1,4,5,7,15	PORM	Plus or Minus	2,3
NCB	National Codification Bureau	2,4	PSCN	Permanent System Control Number	5,6,15
NDUP	Non-Duplicate	4	PSMAT	Provisioning Screening Master Address Table	1,5,7
NHCI	Nuclear Hardness Critical Item	2,4	PSN	Package Sequence Number	1,2,4,5,7
NIDS	Nuclear Integrated Data System	4	PSOS	Pseudo Source of Supply	6
NIIN	National Item Identification Number	All	PVC	Price Validation Code	
NIMSC	Nonconsumable Item Material Support Code	2,6	Q/R	Query Response, Electronic Data Transfer	
NMFC	National Motor Freight Classification (Code)	1,2,6,15	QUP	Quantity Unit Pack	2,6,15
NOCA	Nuclear Ordnance Cataloging Activity	2,4	RCS	Reports Control Symbol	2,14
NOCO	Nuclear Ordnance Cataloging Office	2,4	RD	Restricted Data	4
NSA	National Security Agency	1,2,4,6, 13,14	RIC	Routing Identifier Code	1,2,6
NSN	National Stock Number	1,2,3,4,	RM	Reference Method (Item Identification)	2,4,14
OCR	Optical Character Recognition (Reader)	1,2,7		Retail Manager	6
			RNAAC	Reference Number Action Activity Code	1,2,4
			RNCC	Reference Number Category Code	2,4,5,6,15

		Volume(s)			Volume(s)
RNFC	Reference Number Format Code	4,5	SNOCA	Service Nuclear Ordnance Cataloging Activity	4
RNJC	Reference Number Justification Code	1,4	SoS	Source of Supply Code	1,2,4,6,4.15
RNSC	Reference Number Status Code	4	SoSM	Source of Supply Modifier Code	
RNVC	Reference Number Variation Code	5,6,15	SPSN	Submitted Package Sequence Number	
ROFC	Remote Output Format Code	16	SR	Standard Requirement	4
RPDMRC	Reference/Partial Descriptive Method Reason Code	1,2,4	SSR	Supply Support Request	1,2,6,13
				System Support Record	1,2,5,6,7,13,14,15
S/A	Military Service/Civil Agency	2,13,14	STDB	Standard Test Data Base	1
SAC	Secondary Address Code	3,4	TACOM	U.S. Army Tank-Automotive Command	2,6,13,14
SADC	Service/Agency Designator Code	2,4,15	TIC	Terminal Identifier Code	
SAIC	Secondary Address Indicator Code		TSN	Terminal Serial Number	
SCN	System Control Number	1,4	UFC	Uniform Freight Classification (Code)	1,6,15
SCR	System Change Request (FLIS)	1,6,15	U/I	Unit of Issue	2,6,15
SFM	Simplified File Maintenance	1,2	U/M	Unit of Measure	
SIC	Statistical Indicator Code		U/P	Unit Price	15
			USCG	United States Coast Guard	1,2,6
SICA	Secondary Inventory Control Activity	1,2,5,6,13,14			
SICC	Service Item Control Center	2,6,13,14			
SIN	Submittal Identification Number				
SLC	Shelf Life Code	2,6,15			
SMIC	Special Material Identification Code	2,6,15			

	Volume(s)
Continuation Indicator Code (CIC). See DRN 8555, volume 12.	1.4
Contract Administration Office Code (CAO). See DRN 8870, volume 12.	1.15
Controlled Inventory Item Code (CIIC). See DRN 2863, Volume 12.	15
Conversion. The transformation of a value to an equal or equivalent value in a different term or scale.	3
Coordinating Activity. An activity having the responsibility for inter-Service/Agency coordination.	
Criticality Code. See DRN 3843, volume 12.	1.4.5.15
Data Chain. A name given to the use of two or more logically related data elements. For example, the data chain Document Control Number (DRN 1015) is composed of data elements: Originating Activity Code (DRN 4210), Submitting Activity Code (DRN 3720), Date Transaction (DRN 2310), and Document Control Serial Number (DRN 1000).	4.5
Data Changes. All transfers between the descriptive method and the reference method; all reference number changes, item status code changes, withdraw or add owner actions, and cancellations regardless of type of item identification; and item (or part) name and FSC changes for type 2 item identifications.	2.4.6
Data Code. A number, letter, character, symbol, or any combination thereof used to represent a data item. For example, the data codes JV, KX, and XB represent the data items: Strategic Systems Project Office; Defense Personnel Support Center; and Field Command, Defense <i>Special Weapons</i> Agency, respectively, under the data element: Submitting Activity Code (DRN 3720).	1
Data Element. A grouping of informational units which has a unique meaning and sub-units (data items) of distinct value. Examples of data elements in FLIS are State/U.S. Possession Abbreviation (DRN 0186), Submitting Activity Code (DRN 3720), and DoD Activity Address Code (DRN 3755).	1.4.5.6. 7.15
Data Element Dictionary (DED). An authoritative reference containing the definition and related 1 features of data elements, data chains, and data use identifiers. See volume 12.	1
Data Element Terminator Code. See DRN 8268, volume 12.	1.4
Data Exchange. The submittal of data, not requiring collaboration, through the single submitter to the Defense Logistics Services Center (DLSC).	2
Data Item. A sub-unit of descriptive information or values classified under a data element. For example, the data element Submitting Activity Code (DRN 3720) contains data items such as U.S. Army Electronics Command, Naval Training Device Center, and San Antonio Air Logistics Center.	
Data Range Criteria. Information providing the means (manual or mechanical) for determining item equivalency and substitutability relationships for each item characteristic.	3

	Volume(s)
Data Record Number (DRN). See DRN 0950, volume 12.	1.2.4.5, 6.7.15
Defense Retail Interservice Support (DRIS) Program. A program designed to use inter-Service transfers of material and logistics services to achieve the greatest possible effectiveness and economy in the operations of DoD activities.	
Deletion Reason Code. See DRN 4540, volume 12.	6.14
Demilitarization. The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term comprehends mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of equipment and materiel for its originally intended military or lethal purpose.	4.15
Department of Defense Activity Address Code (DoDAAC). See DRNs 0395 and 6550, volume 12.	
Department of Defense Activity Address Directory (DoDAAD). The file of all Department of Defense customers clear-text addresses, address codes, and billing codes for use in preparation of bills to customers.	
Department of Defense Ammunition Code (DoDAC). See DRN 3767, volume 12.	3.15
Depot Source of Repair (DSOR). An organic or contract activity designated as the source to provide depot maintenance of equipment. Only each Service's Maintenance Interservice Support Management Office (MISMO) assigns DSOR codes through the PICA Service Cataloging function.	6
Design Control Reference. The primary number used to identify an item of production, or a range of items of production, by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item by means of its engineering drawings, specifications, and inspection requirements.	2.4
Document Availability Code (DAC). See DRN 2640, volume 12.	
Document Control Serial Number. See DRN 1000, volume 12.	1.5.6
Document Control Number. See DRNs 1015 and 3920, volume 12.	4.5.6.15
Document Identifier Code (DIC). See DRN 3920, volume 12.	1.2.4, 5.6.7, 13.14.15
DoD/Federal Functional Manager. The organizational element responsible for specific functions such as the Federal Catalog Program (DLA-MM), Item Management Coding (DLA-OP), Freight Classification Data (MTMC).	1

DOE Controlled Commercial Items. End items, assemblies, components, and parts (including testing and handling equipment) which are standard commercial items used on or with nuclear weapons. Due to the nuclear weapons reliability concept, they require special testing or DOE control for quality assurance. These items are available only from the DOE through *DSWA* and are all of "war-reserve quality" or "single quality". They are not security classified and are not commodity classified in FSC group 11. Item identifications for these items will each reflect a reference number coded with CAGE Code 87991.

4

DOE Special Design Items. End items, assemblies, components, and parts (including testing and handling equipment) designed or manufactured by DOE or design controlled by DOE for use specifically in the nuclear ordnance field. These items are available only from the DOE through the Defense *Special Weapons* Agency (*DWSA*) and may be categorized as "war reserve quality", "training quality", or "single quality".

4

Drop Table Used by DLSC, when requested by Service/Agency activities, to eliminate distribution of unneeded data.

1

Economic Feasibility. The determination of the cost effectiveness of a data system change, design, development, programming, implementation, and appropriate Automatic Data Processing (ADP) equipment costs (including separate indication of ADP and non-ADP costs) should be related to the value of the automated data system change under development

1

Effective Date (ED). The year and Julian day denoting the date that a predetermined condition or action becomes effective in the defense logistics system. This date will always be the first day of a month; e.g., 83121 is 1 May 1983. An effective date will be either a "future" effective date or a "standard" effective date.

2.5.6.13

Electronic Data Transmission. This system is a world-wide Department of Defense computerized general purpose communications system which provides for the transmission of narrative and data pattern traffic on a store-and forward (message switching) basis and subscriber (circuit switching) basis. (Formerly: Automatic Digital Network (AUTODIN)).

1.2.4.5.6.7

Electronic Data Transmission Message Control. A procedure that may be used by interested recorded users to identify and verify receipt of FLIS data transmitted electronically for a fixed time period. See volume 8, DIC KWA.

2

Electrostatic Discharge Code. A code to indicate whether an item is susceptible to electrostatic discharge or electromagnetic interference damage.

8,9,10,15

End of Transmission (EOT). An ADP term indicating the conclusion of a transmission.

	Volume(s)
Equivalency Criteria. Criteria contained in section II of the FIIG consisting of data range conversion formulas and decision rules criteria used to determine characteristic equivalency and substitutability. Replies are equivalent when they are identical or become equivalent through the application of section II criteria. Replies NOT RATED and ANY ACCEPTABLE in the data base are not to be considered equivalent with respect to other definitive replies to a specific input requirement. Equivalent items are always "offered" to the processing activity requesting NSN assignment from DLSC for review and possible acceptance.	3
Estimated Demand. See DRN 0727, volume 12.	
Estimated or Actual Price. See DRN 0731, volume 12.	
Expendability, Recoverability-Reparability Code (ERRC). See DRN 2655, volume 12.	
Extra Long Characteristics Description (ELCD). Characteristics description data which consists of 5,000 characters or more.	2.3.4
Extra Long Reference Number (ELRN). A reference which exceeds the allowed field of 32 positions and must be carried forward to additional cards.	2.3.4
Federal Catalog System. A Federal program administered by DoD in conjunction with GSA. It shall name, describe, classify, and number each item repetitively used, bought, stocked, or distributed by the Federal Government so that only one distinctive combination of letters or numerals (or both) identifies the same item throughout the Federal Government.	1.3.4.6. 14.15
Federal Cataloging Program Statistical Series. A series of statistics required to reflect information pertaining to all Federal Cataloging Program transactions recorded in FLIS files against items which are managed by DoD activities, Civil Agencies, or foreign countries participating in the Federal Cataloging Program.	14
Federal Item Identification (FII). A description of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Catalog System, and required related management data.	2.4.6
Federal Item Identification Guide (FIIG). A guide prescribing standard requirements, formats, and machine oriented coding structure for the collection of item characteristics and other item-related logistics data.	1.2.3.4. 5.7.14.15
Federal Item Name Director (FIND). Published as Cataloging Handbook H6 Series; provides item name data to Services/Agencies for use in development of item identifications.	4,15

Military Standard Transportation and Movement Procedure (MIL-STAMP). The MILSTAMP DoD Regulation will contain all necessary forms, formats, codes, procedures, rules, and methods required by DoD components in the movement of materiel. It is a complete reference for policy and procedures governing data elements, documentation and information flow. Supplementing procedures are authorized only to the extent of assuring more detailed operating instruction required by action offices or to cover variances in capabilities.	
Prescribed address-marking data elements, formats, and requirements are contained in MILSTAMP and will be reflected in MIL-STD-129, Military Standard Marking for Shipment and Storage, which is maintained by the Department of the Army. MILSTAMP will include the applicable provisions of the Uniform Materiel Movement and Issue Priority System (UMMIPS).	
Military Traffic Management Command (MTMC). A command under the Department of the Army responsible for procurement, use, cost, and control of commercial transportation services required in the movement of cargo and passengers for the DoD components.	1.2.4.6.15
MINIMIZE. A condition wherein normal message and telephone traffic is drastically reduced in order that messages connected with an actual or simulated emergency shall not be delayed.	2.4
MOE Rule Related Data. Consists of Item Management Status Data and the NIMSC Code, AF Materiel Management Aggregation Code, supplementary data collaborators/receivers, Item Management Code, the IMCA, and effective date.	2.4.6
National Codification Bureau (NCB) Code. See DRN 4130, volume 12.	4
National Item Identification Number (NIIN). See DRN 4000, volume 12.	All
National Motor Freight Classification Code (NMFC). See DRN 2850, volume 12.	1.2.6.15
National Stock Number (NSN). See DRNs 3960, 0126, 8525, 4120, 4150, 0260, 2895, 8875, 8869, 8878, and 8977, volume 12.	1.2.3.4. 5.6.13. 14.15
NATO Commercial and Government Entity (NCAGE). See DRN 4140, volume 12.	1.4.5, 7.15
NATO Stock Number (NSN). An item of supply produced by a NATO member nation other than the U.S. identified by that nation by the assignment of a NATO Stock Number (e.g., 0000-21-000-0000). When such items enter the supply system of the U.S. Government, they will be identified by the NATO Stock Number if codification agreements have been extended to provide for acquisition of foreign item identification data through DLSC. For such items, the NATO Stock Number will be used and recognized as the National Stock Number in internal management of the item in the U.S.	1.4.6
Navy Cognizance Code. See DRN 2608, volume 12.	1,13

Next Higher Classifiable Assembly. This term is understood to mean the next higher assembly on or with which the item is used as a subassembly, part, attachment, or accessory. Also, the classification of the higher assembly is indicated specifically in an entry in the Numeric Index (Cataloging Handbook H2-2). The term "higher assembly" is used for brevity and may actually include components, sub-assemblies, assemblies, and end items or systems.

Nominal Value. A value, excluding tolerance, used for the purpose of general identification usually expressed as a fraction, size number or letter, code number, gage number, or decimal number.

Non-Approved Item Name (NAIN). See DRN 5020, volume 12.

Non-Duplicate (NDUP). When the item identification is sufficiently close to, but not an actual duplicate characteristically of, an existing Federal item identification and there are no matching reference numbers.

Normal Source of Procurement. See DRN 0721, volume 12.

Nuclear Hardness Critical Item (NHCI). As defined in DoD-STD-100C. A hardware item at any assembly that is mission critical and could be designed, repaired, manufactured, installed or maintained for normal operation, and yet degrade system survivability in a nuclear environment if hardness were not considered.

On Hand/Due In. See DRN 0722, volume 12.

Operational Feasibility. The determination of whether a d. system change will operate properly and be properly used once developed and implemented.

Operational Need Date. See DRN 0726, volume 12.

Optical Character Recognition (Reader) (OCR). A data processing technique (device) which converts, by optical means, the characters placed on paper into a code suitable for input to a computer.

Organizational Entity (O.E.). An organizational element, segment, or entity for cataloging; DoDAAC, bidders, manufacturing, or nonmanufacturing activity or establishment, etc.; and attribute data ascribed in the entity for the purpose of intensifying its meaning, characteristics, responsibility, eligibility, and area(s) of authority.

Original Federal Item Identification. An item identification which has been approved by the Defense Logistics Services Center and assigned a National Stock Number, but which has not been revised, transferred, or cancelled.

Volume(s)

4

3

4

1

1.2.7

1.3.4.
5.6.7.
14.15

4

Volume(s)

Originating Activity. Any participating activity which originates proposed new or revised cataloging tools and/or proposed new or revised item identifications and related data for submittal directly or indirectly to DLSC for approval. It may be a managing activity which prepares its own catalog data for submittal or may be another activity functioning as a catalog agent for the managing activity. In those cases where the originating activity is authorized to submit proposals directly to DLSC rather than through an intermediate monitoring activity (e.g., Defense Supply Center; Defense *Special Weapons* Agency), the originating activity assumes the status also of a submitting activity.

2.4.5.6

Originating Activity Code. See DRN 4210, volume 12.

1.4.5.
6.15

Output Data Request Code (ODRC). See DRN 4690, volume 12. 1.2.4.5.6

Package Sequence Number (PSN). See DRN 1070, volume 12.

1.2.4.
5.7.14

Partial Descriptive Method Item Identification (PDM). A Partial Descriptive Method (PDM) of item identification is a type 4 item identification which contains one or more characteristics in addition to the item name but does not contain all characteristics required for an FDM.

2.4.14

Permanent System Control Number (PSCN). See DRN 4250, volume 12.

1.2.4.
5.6.15

Possible Duplicate Item-of-Supply Concepts. An item-of-supply concept expressed by an existing item identification shall be considered a possible duplicate of a concept expressed by a proposed item identification or another existing item identification when (1) there is enough similarity in descriptive data and/or (2) there is one or more common reference number(s) related to each item to indicate that the same item of production is involved, or that the one single concept is adequate or may be established to identify the item of supply. Such cases warrant reference to the managing activity(ies) for verification of descriptive and/or reference data. Reconciliation of such data normally will result in revision of one or both concepts to more clearly differentiate the items or in a proposal to cancel one of the item identifications as an actual duplicate, as invalid, or to use the other item identification (cancel-use).

4

Precious Metal Indicator Code (PMIC). A code indicating the presence of precious metals (Gold, Silver, Platinum or a combination).

8.9.10.15

Price Validation Code, Air Force (PVC). See DRN 0858, volume 12.

Primary Inventory Control Activity (PICA). See DRN 2866, volume 12.

1.2.4.5.
6.13.14

Primary Reference Number. The number used to identify an item of production or a range of items of production by the manufacturer (individual company, firm, corporation, or Government activity) which controls the design, characteristics, and production of the item through its engineering drawings, specifications, and inspection requirements. The number is the "design control reference".

4

	Volume(s)
Priority Indicator Code (PIC). See DRN 2867, volume 12.	2.4.5.14
Procurement Method Code (PMC). See DRN 2871, volume 12.	6.14
Procurement Method Suffix Code (PMSC). See DRN 2876, volume 12.	6.14
Production Lead Time. See DRN 0730, volume 12.	
Proposed Original Item Identification. An item identification for an item in or entering a supply system which has not yet been approved by the Defense Logistics Services Center (DLSC) as a Federal item identification assigned a National Stock Number.	2.4
Provisioning Screening Master Address Table (PSMAT). See DRN 0232, volume 12.	1.5.7
Provisioning Supply Support Request. Indicated by Card Identification Code P to show that a Supply Support Request received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	2.6
Qualitative Value. The portion of a reply that expresses quality such as color, shape, material, condition, etc.	3
Quantitative Value. The portion of a reply which expresses a numeric value for such characteristics as dimensions, measure, magnitude, electrical rating, etc.	3
Quantity Unit Pack (QUP). See DRN 6106, volume 12.	6.15
Rail Variation Code. See DRN 4760, volume 12.	1.2.6.15
Reactivation Coding. Application of the approved IMC criteria by the ICPs to inactivated NSNs for which a IMM was the last manager, and the ICP is not currently recorded as a user.	6
Receiver Code. See DRN 2534, volume 12.	
Record Separator. The symbol used to indicate the completion of a characteristic reply or to indicate end of record.	16
Reference Drawing. Reference Drawing Groups (RDG) appear in Appendix B of the Federal Identification Guide (FIIG). The drawings will be isometric when possible, and will be configured with dimensional requirements necessary to describe basic item features.	
Reference Method of Item Identification (RM). The reference method of item identification establishes and delimits the concept of an item of supply by reference(s) to the item-identifying number(s) of one or more manufacturers denoting the item or items of production included under the concept. Thus, under the reference method the essential characteristics of the item of supply are not delineated in the item identification but are ascertainable by research of the data represented by the manufacturers item-identifying number(s).	2.4.6.14

Volume(s)

Reference Number. A reference number is any number, other than an activity stock number, used to identify an item of production or, either by itself or in conjunction with other reference numbers, to identify an item of supply. Reference numbers include manufacturers part, drawing, model, type, source-controlling, or specification-controlling numbers and the manufacturers trade name, when the manufacturer identifies the item by trade name only; NATO Stock Numbers: specification or standard part, drawing, or type numbers. The submittal of all known reference numbers related to an item of production or an item of supply, with the applicable Reference Number Category Code, the applicable Document Availability Code, and the applicable Reference Number Variation Code, is mandatory.	2.4.5. 14.15
Reference Number Action Activity Code (RNAAC). See DRN 2900, chapter 12.2.	1.4
Reference Number Category Code (RNCC). See DRN 2910, chapter 12.2.	2.4,5,6. 15
Reference Number Category Code Combination. Consists of the Reference Number Category Code (RNCC), Reference Number Variation Code (RNVC), and Document Availability Code (DAC) as expressed in volume 10, table 8.	
Reference Number Format Code (RNFC). See DRN 2920, chapter 12.2.	4.5
Reference Number Justification Code (RNJC). See DRN 2750, chapter 12.2.	1.4
Reference Number Status Code (RNSC). See DRN 2923, chapter 12.2.	
Reference Number Variation Code (RNVC). See DRN 4780, chapter 12.2.	2.4,5,15
Reference/Partial Descriptive Method Reason Code (RPDMRC). See DRN 4765, chapter 12.2.	1.2,4
Reinstated Federal Item Identification. A Federal item identification which has been cancelled but which has subsequently been reauthorized for use to identify an item of supply.	4.6
Remote Output Format Code. See DRN 0841, chapter 12.2.	16
Reparability Code - Coast Guard. See DRN 0709, chapter 12.2.	1
Reply. A reply (data item) is the answer to a specific requirement.	3,4
Reply Code. A code that represents an established reply to an approved requirement.	3,4
Reply Table. A listing of replies (data item) applicable to a requirement or group of requirements derived from a single data element. Each reply in the table is assigned a different reply code.	3,4
Report Control Symbol (RCS). Set of letters and numbers which identifies an approved report and authorizes its initiation and preparation.	2,14

	Volume(s)
Reports Generator. Designed to produce one-time listings or reports from the FLIS files.	1,5
Requirement. A definition of a required characteristic.	3,4
Requirement, Lead-In. A general requirement identifying and providing guidance for reply to a specific range of following requirements. A lead-in requirement is never assigned a MRC, nor does it ever require a reply.	3
Requirement, Major. A requirement which, in addition to requiring a reply, may necessitate replies to succeeding subordinate requirements (subrequirements) dependent upon the specific reply given to the major requirement (see definition of Requirement, Lead-In and Requirement, Subordinate).	3
Requirement, Subordinate. A requirement for which the reply is dependent on a lead-in requirement or major requirement (also termed "subrequirement").	3
Retail Manager (RM). A materiel manager or another designated activity within a Military Service/Agency having retail responsibility for an item of supply where the wholesale materiel management functions are performed by a IMM, including <i>DWSA</i> , <i>NSA</i> , and <i>TACOM</i> .	6
Retroactive Coding. Scheduled application of the approved IMC criteria by the ICPs to item(s) in FSC classes designated as commodity oriented which were previously coded for Service retention.	6
Return Coding. A request to effect the return of an item currently coded for Integrated Materiel Management to Service management by the application of IMC criteria.	6
Routine Reclassification Action. Indicated by Card Identification Code F to show that DLSC has reclassified an item from a weapons system oriented to a commodity oriented FSC class and IMC criteria must be applied.	6
Routing Identifier Code (RIC). A group of letters or numbers assigned to indicate the geographic location of a station, a fixed headquarters of a command, activity, or unit at a geographic location, and the general location of a tape relay or tributary station to facilitate the routing of traffic over the tape relay networks.	1,2,6
Secondary Address Code (SAC). See DRN 8990, chapter 12.2.	1,3,4
Secondary Address Indicator Code (SAIC). See DRN 9485, chapter 12.2.	3
Secondary Inventory Control Activity (SICA). See DRN 2938, chapter 12.2.	1,2,6, 13,14
Service/Agency Designator Code (SADC). See DRN 4672, chapter 12.2.	2,4,15

Service Item Control Center (SICC). An activity which: (1) serves as a Military Service focal point for resolution of support problems for required weapons systems oriented consumable items managed by another Military Service; (2) performs such residual technical functions as configuration control, item qualitative acceptability, allowance list preparation, and maintenance of internal program support responsibility; and (3) provides assistance to the IMM, as necessary, to support requiring Service users on a timely basis.

2.6.13.14

Shelf Life Code (SLC). See DRN 2943, chapter 12.2.

6.15

Simplified File Maintenance (SFM). FLIS output consisting of a monthly maintenance update, a cumulative monthly basic record, and semiannual basic replacement record for activity files shall be provided for Federal Item Identification Data and Catalog Management Data. It shall be distributed in NIIN sequence to authorized subscribing activities on magnetic tapes via mail. Data furnished from two or more functional areas shall be sequenced together.

1.2

Single Quality Items. Items (such as nuclear ordnance test and handling equipment) authorized for use on or with both war-reserve and training nuclear weapons.

4

Single Submitting Activity. See DRN 9255, chapter 12.2.

2.4

Source Controlled Federal Item Identification. A type 1, 1B, 2, 4, or 4B Federal item identification (original, revised, transferred, or reinstated) representing one or more specific manufacturer's items of production certified by an end item manufacturer, or by a Government activity, to be the only known items suitable for the specific application.

4

Source of Supply Code (SOS). See DRN 3690, chapter 12.2.

4.5.6.
14.15

Source of Supply Modifier Code (SOSM). See DRN 2948, chapter 12.2.

6

Specially Designed Item. The term "specially designed item" is an abbreviation of the term "specifically designed for specific use on or with specific individual types of equipment". In order to be accepted as specially designed, an item does not have to be designed specifically for use on a single piece or single model of equipment; the item may be designed for use with categories of equipment, such as all kinds of printing presses, all kinds of diesel engines.

4

Special Packaging Requirement. See DRN 0725, volume 12.

Standard Requirement. A lengthy requirement which, because it is used repeatedly in many patterns, has been put in standardized form.

4

Standard Test Data Base (STDB). Maintained at DLSC with data input by Services/Agencies participating in the interface test program.

1

Statistical Indicator Code. See DRN 3708, volume 12.

Submitted Package Sequence Number (SPSN). See DRN 8328, volume 12.

	Volume(s)
Submitter Code. See DRN 2535, volume 12.	
Submitting Activity. Any participating activity which submits proposed catalog data directly to DLSC for approval. The submitting activity may be the activity which originates the catalog data or an intermediate monitoring activity (e.g., Defense Supply Center; Defense <i>Special Weapons Agency</i>), through which the originating activity is required to submit its proposals to DLSC.	1.2.3.4.5.6.7
Submitting Activity Code. See DRN 3720, volume 12.	1.4.5.15
Supply Management Data. Item data which do not affect NSN assignment but are necessary to support logistics functions.	3.6
Supply Support and Cataloging Action Request. Indicated by Card Identification Code V to show that an SSR other than provisioning received by the IMM from an ICP is the origin of the request when the item is in an FSC class subject to IMC.	6
Supply Support Request (SSR). A request submitted by the activity responsible for supporting an end item being provisioned to a Integrated Materiel Manager which manages some of the support items or is a potential manager of some new support items used in the end item.	2.6
Suspense File. The portion of the process control sector (SSR) which will serve as a temporary repository of unique information of functional value to the Service/Agency for the implementation of a logistics data transaction within DLSC.	1.4.5
System Change Request (SCR). A formal request for modification of the FLIS. The SCR will be assigned one of the following priorities. <ul style="list-style-type: none"> a. Routine - an SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 180 days prior to implementation. b. Expedite - SCR requiring at least 45 calendar days for Service/Agency coordination and distribution of the system change by DLSC a minimum of 90 days prior to implementation. c. Emergency - an SCR required to maintain the operational status of FLIS 	1.6.15
System Control Number (SCN). See DRN 3735, volume 12.	4.6
System Support Record (SSR). The segment of the FLIS data bank containing the sum total of information (guides, program subroutines, tables, rules, controls, statistics, codes, terms) required to support or specify the content and utilization of the FLIS data base. The SSR is comprised of the following files: Organizational Entity, Item Name, FSC, FIIG/DP/Guide, Table Look-up, Graphics, Process Control, Mass Changes to FLIS data base, Mass Data Retrieval, and Tailored Data Interrogations.	1.2.5.6.7, 13.14.15
Technical Feasibility. The determination of whether the development of a date system change is possible within the limits of available technology.	1

**ESTABLISH/MAINTENANCE OF ORGANIZATIONAL ENTITY (OE)
AND PROVISIONING SCREENING MASTER ADDRESS FILE
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CHAPTER 1

ESTABLISHMENT/MAINTENANCE, O.E. MASTER FILE (CAGE/NCAGE)

7.1.1 Introduction

a. The procedures in this chapter prescribe the input modes/formats and instructions to be followed by activities/agencies when submitting requests to the Defense Logistics Services Center (DLSC) for processing new code assignments and/or maintenance actions for:

(1) Commercial and Government Entity Code (CAGE). A five-position alphanumeric code with a numeric in the first and last positions (e.g., 27340, 2A345, 2AA45, or 2AAA5), assigned to United States and Canadian organizations which manufacture and/or control the design of items supplied to a Government Military or Civil Agency or assigned to United States and foreign organizations, primarily for identifying contractors in the mechanical interchange of data required by MILSCAP and the Service/Agency automatic data processing (ADP) systems. The CAGE data provides the data base for the LOLA and FED LOG application, and the H series products on one CD-ROM. (See volume 15, chapter 9).

(2) NATO *Commercial and Government Entity* (NCAGE). A five-position alphanumeric code requiring an alpha character in either the first or last position (e.g., AA123, 3AAAA, AAAA3, K2345 or 2345K), assigned to organizations located in North Atlantic Treaty Organization (NATO) member nations (excluding U.S. and Canada) and other foreign countries which manufacture and/or control the design of items supplied to a Government Military Activity or Civil Agency. The NCAGE data provides the data base for the LOLA and FED LOG application, and the H series products on one CD-ROM. (See volume 15, chapter 9.)

b. Terminology. The FLIS data base documentation in many instances references the term Organizational Entity (O.E.) File/Sector. As a matter of

clarification, the term "Organizational Entity" or "O.E." in this portion of the procedures manual, pertains/relates exclusively to the CAGE/NCAGE coding system.

c. The FLIS design features of the DLSC O.E. Master CAGE/NCAGE File provide for submission of multi-media type input in a mechanized format. Resulting output from DLSC will be incorporated into the mechanized systems of recorded recipient Services and Agencies. (See volume 10, table 134 for DLSC/foreign governments responsible for assigning and maintaining CAGE/NCAGE).

d. Submission mode of proposed input transactions will be by an on-line system input by DLSC only.

e. Requests for new CAGE Codes will be submitted in one (1) of the following fashions:

(1) DD Form 2051 - When this method of requesting a new CAGE Code is used, Section A of the form must be completed by a government activity/agency or by a Procurement Technical Assistance Center. Section B of the form may be completed by the company involved. (See APPENDIX 7-1-A).

(2) NATO Form AC/135-NR2 - This method will be used by the NATO countries when requesting codes for firms located in the United States (See APPENDIX 7-1-B).

(3) Electronic Commerce/Electronic Data Interchange (EC/EDI) - When a firm registers their intent to do business with the Federal Government using EC/EDI precepts, they may also submit their request for a new CAGE Code directly to DLSC using the ANSI-X12-838 Transaction set.

(4) Information regarding the submittal of an 838 Transaction may be obtained from the Electronic Commerce Information Center (ECIC) using

one (1) of the following:

(a) Voice Phone - 1-800-EDI-3414 or
(703)681-0211

(b) FAX Phone - (703)681-0349

(c) Email - dodedi@acq.osd.mil

(d) Regular mail -

Electronic Commerce Programs Office
5111 Leesburg Pike, Suite 9104
ATTN: EC Information Center
Falls Church, Va 22041

(5) Requests for maintenance actions received directly from the manufacturer will continue to be processed by DLSC regardless of the media received.

(6) Letters and/or forms concerning the CAGE Code System will be directed to:

Commander
Defense Logistics Services Center
ATTN: DLSC-SBB
Federal Center
74 N. Washington
Battle Creek, Mi 49017-3084

f. Prior to submission of a request for code assignment or maintenance action, activities/agencies which have access to Federal Logistics Data on Compact Disc (FED LOG) or Logistics On-Line Access (LOLA) will screen these systems to ensure a CAGE/NCAGE has not already been assigned or updated for the particular organizational entity. The Defense Logistics Services Center sends out computer-generated letters to coded contractors requesting verification of the organization's status, making one complete cycle of the file annually. This factor should be considered; however, an activity/agency should not withhold

information available concerning an O.E. because of this process.

g. The following references contain explicit instructions concerning formats and preparation of CAGE/NCAGE data to be forwarded to DLSC.

REFERENCE	CONTENT
Appendices 7-1-A and 7-1-B	Preparation of Forms
Volume 10, Chptr 10.4	Codes/Tables for CAGE/NCAGE

h. Maintenance of FLIS data base. Following DLSC approval/processing of a transaction wherein a CAGE/NCAGE is cancelled and replaced by an CAGE/NCAGE involving one or more part numbers, a mass change of FLIS data base records will result from DLSC machine-generated LAR/LDR transactions. DLSC will in turn provide the applicable activity/agency data receivers appropriate file maintenance data on KAR, KCR, and KDR transactions for updating their National Item Identification Number (NIIN) file records.

i. The O.E. Master file is the basis for the H Series on CD-ROM product. Procedures governing these publications are contained in volume 15, chapter 15.9.

7.1.2 Add Total New Commercial and Government Entity or NATO Commercial and Government Entity. This section describes the criteria governing the assignment of new CAGE/NCAGE data, subsequently referred to as O.E. Type A - Manufacturers; Type E - NATO Manufacturers; and Type F - Nonmanufacturers.

a. Add Total O.E. Record - Type A - CAGE Code.

(1) Activities/agencies will ensure that prior to submitting a request to DLSC for the assignment of

a new CAGE Code number that the code is in fact required for design documentation and/or operations pertaining to cataloging a new item or adding a new source of supply to an item already cataloged. In this regard, the code will be requested after the item has been procured from the new source and not before a solicitation has been made.

(2) The following kinds of organizations/functions are eligible for CAGE Code assignments:

(a) Manufacturing organizations that are the sources from which items of supply are obtained for use in the Federal Supply System

(b) Commercial organizations that control the design of items used by the Federal Government but do not necessarily manufacture nor sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Distributors who are sole sources of supply for items which cannot be purchased directly from the manufacturer located in the U.S., Canada, or any NATO member nation.

(e) Government agencies that manufacture items entering the Federal Supply or Military Industrial Systems, or control the design of such items without actually manufacturing them.

(f) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL-D-1000, MIL-STD-100, or MIL-STD-804.

(g) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with various military specifications/standards such as MIL-E-1 and MIL-STD-130.

(h) Various kinds of Government specifications, and certain Government organizations connected with the development of standards and/or specifications.

(i) The O.E. Master File is the basis for H4, NATO *Commercial and Government Entity (NCAGE)*, and LOLA and FED LOG CAGE inquiry applications. Procedures governing the H4 publication is contained in volume 15. LOLA Procedures in volume 16, and FED LOG Procedures in volume 17.

(3) Requests for new CAGE Code assignments to Government organizations or specifications and standards promulgated by Government organizations must be submitted on the letterhead of the agency/activity to which the code is to be assigned. They must specify the type of drawings, items, or documents controlled.

b. Add Total O.E. Record - Type F - CAGE Code.

(1) Submitting activities will ensure that the CAGE Code assignment is required for identifying an organization/function in MILSCAP, bid abstracts, purchase documents, and/or other documents pertaining to the contract/purchase agreement as required by DoD 41000.25-5-M MILSCAP Manual; Armed Services Procurement Regulation (ASPR); DoD Procurement Manual; and the DoD procurement circulars.

(2) The following kinds of organizations/functions are eligible for Type F CAGE Code assignments:

Manufacturing organizations not qualifying for

a Type A CAGE Code.

Distributors.
Sales offices.
Retail establishments.
Service organizations.
Wholesale or jobbing establishments.
Professional organizations, including engineering.
Construction and mining firms.
Banks and universities.
Any other nongovernment organizations which must be identified in MILSCAP data interchange.

c. Add Total O.E. Record - Type E - *NCAGE*.

(1) Only specific foreign codification authorities are presently empowered to assign *NCAGE*s to manufacturers or other organizational entities located in NATO and non-NATO countries (excluding U.S.).

(a) Requests for *NCAGE* assignments to facilities located in NATO or non-NATO countries may be initiated by U.S. manufacturers and manufacturers located in non-NATO countries, and by U.S. Military Activities/Civil Agencies. Routine requests may be submitted to DLSC (ATTN: SBB) for transmittal to the proper foreign codification authority which in turn processes the request and notifies DLSC of the code assignment. DLSC then confirms the code assignment to the requester. Routine *NCAGE* assignments take approximately 60 days to process.

(b) The requesting facility will submit to DLSC (ATTN: SBB) a completed DD Form 2051, Request for Assignment of CAGE Code/Contractor, accompanied by a letter of transmittal. The letter will enable DLSC to expedite confirmation of the *NCAGE* to the requester.

(c) For expedited assignment of *NCAGE*s to facilities located in NATO or non-NATO countries,

FAX a DD Form 2051 as per paragraph 7.1.2.c.(1)(b) to DLSC-SBB at DSN 932-4528 or commercial 616-961-4528. Expedited *NCAGE* assignments take approximately 30 days to process. For emergency assignment of *NCAGE*s the manufacturer or other entity for which *NCAGE* assignment is required may apply directly to the National Codification Bureau (NCB) of the country in which the entity is located (for NATO countries) or to the NATO Maintenance and Supply Agency (NAMSA) (for non-NATO countries). The entity would apply for *NCAGE* assignment via FAX using a NATO Form AC/135 No. 2 (see Appendix 7-1-B for instructions). For the FAX number of the applicable NCB or NAMSA, contact DLSC-SD at DSN 932-4328 or commercial 616-961-4328. However, the entity applying for the *NCAGE* should ensure that notification of the *NCAGE* assignment is sent by FAX to DLSC-SBB at DSN 932-4528 or commercial 616-961-4528. Emergency *NCAGE* assignments take approximately 3 business days to process.

(2) Activities/Civil Agencies will ensure that prior to submitting a request to DLSC for the assignment of an *NCAGE* that the code is in fact required for design documentation and/or item identification. An *NCAGE* will be requested after the item has been procured from the new source and not before a solicitation has been made.

(3) The following kinds of non-NATO foreign organizations/functions are eligible for *NCAGE* assignments in connection with Federal supply cataloging operations:

(a) Manufacturers, distributors, or other entities that are the sources from which items of supply are obtained for use in the Federal Supply System.

(b) Commercial organizations that control

the design of items used by the Federal Government, but do not necessarily sell directly to the Government.

(c) Manufacturing organizations that produce items of industrial production equipment, and whose items are published in Industrial Plant Equipment Handbooks. (The manufacturer's code is published in conjunction with the Plant Equipment Codes assigned to the individual items of a given manufacturer.)

(d) Manufacturers who supply materials for incorporation into the products of contractors who provide drawings of these products to the Government under MIL- D-1000, MIL-STD-100, or MIL-STD-804.

(e) Manufacturers which require that a factory source code be "stamped or imprinted" in accordance with military specifications/standards such as MIL-E-1 and MIL-STD-130.

7.1.3 Change Data to an Existing CAGE/NCAGE Record. This section describes the criteria for external requests to DLSC for adding, changing or deleting permissive data elements to an existing CAGE/NCAGE record.

a. Change Data to an Existing O.E. Record - Types A and F. Requests for maintenance actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared and signed by an official of the firm.

b. Change data to an existing O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements.

7.1.4 Cancel total CAGE/NCAGE Code Record. This section describes the criteria for requesting a cancel O.E. transaction. These transactions will be

used to change an O.E.'s status to cancelled with or without replacement. They will not purge the record from the file in its entirety, but will purge such data as Post Office box number and street address. The only time an CAGE/NCAGE will be considered as a replacement for another code is when the succeeding firm has acquired all design, manufacturing, and/or patent rights to all product lines manufactured by the defunct organization and this fact is substantiated in writing by the firms involved. The fact that a firm manufactures identical items, but did not acquire the rights of the defunct firm, does not qualify it as a replacement.

a. Cancel Total O.E. Record - Type A - CAGE Code.

(1) The information an activity agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(a) Confirm that the coded facility has ceased all manufacturing operations. (In instances where a portion of the product lines have been discontinued or sold, a delete total CAGE Code transaction is not proper.)

(b) If the coded facility has ceased all manufacturing operations in their entirety, determine if the operation was sold, including all design, manufacturing, and patent rights pertaining to items previously manufactured and furnished to the Government.

(c) If all manufacturing operations of a defunct firm have been sold (including all manufacturing, patent rights, etc.), advise whether such operations were acquired by a single successor firm or if multiple successor firms are involved.

(d) If all manufacturing operations of a defunct firm have been sold to a single successor firm, advise whether the successor firm has previously been assigned an CAGE Code.

(e) If all manufacturing operations of a defunct facility have been merged into one affiliated facility, advise whether the acquiring facility has previously been coded.

(2) If the proposed transaction does not include a replacement CAGE Code, the accompanying correspondence will contain just that information listed above which is necessary to ascertain that the organization is, in fact, defunct.

(3) If the proposed transaction does include a replacement CAGE Code, the accompanying correspondence will provide the information listed in paragraph 7.1.4.a.(1) necessary to ascertain that the replacement CAGE Code submitted is proper.

(4) If there is a known successor firm, but that firm is not coded, the pertinent information listed in paragraph 7.1.4.a.(3) will be submitted to DLSC with the complete name and address of the successor organization. If, after evaluation, DLSC determines that a code should be obtained for the successor organization and a cancel/replace transaction submitted, such action will be taken by DLSC.

b. Cancel Total O.E. Record - Type F - CAGE Code. The information an activity/agency must submit to DLSC for evaluation purposes will include the following information as applicable:

(1) Indicate that the coded facility has ceased all operations, and is in fact defunct.

(2) If the coded facility has ceased all operations in its entirety, determine if the facility was sold.

(3) If the operations of a defunct firm have been sold, determine if acquired by one single successor firm or if multiple successor firms are involved.

(4) If all operations of a defunct firm have

been sold to or merged with a single successor firm, determine if successor firm has previously been assigned a CAGE Code.

c. Cancel Total O.E. Record - Type E - **NCAGE**. A cancel Total O.E. transaction will be accomplished only by DLSC solely at the direction of a specific foreign codification authority through the medium of correspondence and amendments or supplements thereto. DLSC will prepare the documents.

7.1.5 Reinstate Cancelled CAGE/NCAGE Record. This section describes the criteria for external requests to DLSC for reinstating O.E. records that are recorded on the DLSC O.E. Master File as cancelled.

a. Reinstate Cancelled O.E. Record - Types A and F. Requests for reinstatement actions will be submitted to DLSC on a DD Form 2051 or correspondence prepared by an official of the firm.

b. Reinstate Cancelled O.E. Record - Type E. DLSC will make the change solely at the direction of a specific foreign codification authority through the medium of correspondence.

7.1.6 Outputs from Processing O.E. Master File Records. This section encompasses the output data distribution system employed by DLSC. Specific data Receivers of O.E. file maintenance data are determined by each requiring Service/Agency. Output mode(s) for dissemination of data is predicated on specific type of output transaction, data involved, and activity/agency mode of communication for receiving data from DLSC; i.e., Electronic Data Transmission (message data), magnetic tape, correspondence, FAX, BBS, EDI, and telephone.

a. NIIN File Maintenance Update. Following approval/processing of a Total O.E. input transaction containing a replacement O.E. code number

involving one or more FLIS data base part numbers, DLSC will provide the applicable activity/agency receivers with appropriate FLIS data base file maintenance data for updating their NIIN file records. Update actions for deletion of a cancelled O.E. code and adding of a replacement O.E. code are accomplished by DLSC forwarding machine-generated KDR, KCR, and KAR transactions to data receivers.

b. O.E. SSR File Maintenance Service (DIC KHN). Provides activities/agencies machine sensitive records to establish and maintain an O.E. file containing each assigned CAGE/NCAGE related data as recorded and maintained on the DLSC Master Consolidated CAGE/NCAGE File. This service is available only to recipients of the basic file. (See volume 8, chapter 8.2 for format.)

(1) O.E. data includes Type O.E. Code, O.E. Code number, related names, street address (if available), city, state/country, Foreign/Domestic Designator, O.E. Replacement Code, O.E. Status Code, O.E. Designator, ZIP Code, Contract Administration Office (CAO), and Automatic Data Processing (ADP) Point (as applicable), and related socioeconomic data.

(a) The O.E. Status Code designates a specific status condition related to an O.E. There may be two complete records for an O.E.; however, only one record is shown in a current status. (See volume 10, table 19.)

(b) The complete package for each CAGE/NCAGE consists of one or more records. Each record will be 80 positions in length.

(2) Requests for O.E. Master file maintenance service will be processed through normal headquarters office channels to reach the Defense Logistics Services Center not less than 45 days prior to need. This will permit the release of the latest information available.

(3) File maintenance is available by means of electronic data transmission (for telecommunications procedures controlling electronic transmission see volume 2, paragraph 2.3.2.d). Data records will be released on a daily basis.

c. The basic O.E. Master File will be provided to agencies/activities on magnetic tape upon receipt of their written requirements, forwarded through their appropriate command headquarters. The basic file will be contained on two reels of magnetic tape, provided by DLSC, and forwarded to the requesting activity by certified mail. Format will be in accordance with DIC KHN, volume 8, chapter 8.2.

(1) The basic file will contain O.E. File Maintenance Transaction Code 003 data only.

(2) DLSC has the capability of providing tapes with any of the characteristics described in volume 10, table 10.

d. The normal mode of output for O.E. will be electronic data transmission when the activity possesses electronic receiving capabilities.

e. For those activities/agencies that do not possess electronic capabilities, notification of action taken will be in letter form except when CAGE Codes are assigned to U.S. firms for a NATO government; then confirmation will be on NATO Form AC/135-NR.2, section B. (See appendix 7-1-B.)

7.1.7 Cage Bulletin Board System (BBS). This describes the new 24 hours a day BBS and various methods to access the System.

a. The Cage BBS provides a fast and simple electronic method for CAGE Code assignments and maintenance requests. The streamlined DD Form 2051 requires only essential information for quicker processing results. Requests received via BBS will be processed and answered by BBS.

b. A portion of the Bulletin Board is designated

as a "Question and Answer" section allowing users to ask CAGE related questions. The system also provides a "Mail Message" option enabling users to send DLSC-SBB comments and suggestions.

c. Access to the Bulletin Board is possible by "dial up" on a personal computer and a modem, or access through the Defense Data Network (DDN).

(1) If using the ENABLE software package, the following information for Telecom Setup is as follows:

Baud Rate = 1200 or 2400	Parity = None
1 Stop Bit	Word Size = 8 Bits-
Duplex = Full	

(2) The telephone number for the CAGE BBS:

800-841-4431

(3) If utilizing DDN, the address is: TELNET 131.87.1.123.

(4) Activities having access to the Logistics Remote User Network (LOGRUN) or have Electronic Mail (E-Mail) on a DMINS machine normally have DDN connectivity.

d. If assistance is required with signing on the CAGE BBS, call:

(616) 961-4358, AV 932-4358

(616) 961-4385, AV 932-4385

CHAPTER 2

ESTABLISHMENT/MAINTENANCE OF PROVISIONING SCREENING MASTER ADDRESS TABLE (PSMAT)

7.2.1 Registration in the PSMAT

a. These instructions cover the procedures to be used to register activities as users of the Defense Logistics Services Center provisioning screening services or as submitters of characteristics data searches, and to record such activities and their requirements in the DLSC Provisioning Screening Master Address Table (see volume 10, table 23).

b. Ten days prior to the initial submittal of LSF or LSR search transactions, the submitters and receivers requirements and address data must be registered in the PSMAT under an applicable Destination Code. Screening. Only a Government Service or Agency is authorized to establish and maintain registrations in the PSMAT. Non-Government activities (private sector) must submit their requests through the authorizing Government agency or Service activity. DLSC-S will advise the submitter as soon as the registration is effected. If the submitter does not receive such notification, a follow-up inquiry will be made prior to the submission of screening requests.

c. A letter of registration is required as the authorization for activities and their contractors to participate in the DLSC provisioning screening program and to provide for their registration in the DLSC PSMAT. The letter of registration must be submitted to DLSC by the responsible Government activity and will contain the following information:

- Type of action (establish, add, change, delete)
- Recipients complete mailing address(es)
- Media of output (see volume 10, table 10)
- Alternate media of output (Electronic Data Transfer) (see volume 10, table 10)
- Activity Code, Screening (DRN 0177)
- Destination Code, Screening (DRN 3890)
- Service Code (see volume 10, table 42)
- Communications Routing Indicator Code

(Electronic Data)

Authorization for Catalog Management Data
(CMD)

(1) Submitters who require the return of provisioning screening results by mail will submit a letter of registration. (See section 7.2.3)

(2) Submitters who will receive provisioning screening results electronically will establish their registration through the submission of a letter of registration.

(3) The letter of registration will be addressed to:

Commander
Defense Logistics Services Center
ATTN: DLSC-S
Federal Center
Battle Creek, MI 49017-3084

d. Notification to Contractors. When a contractor is to be established as a registrant in the DLSC PSMAT, the responsible Government activity will furnish the contractor the destination and the activity codes prior to the preparation of provisioning screening requests by the contractor. This will be done no later than 15 days after the receipt of a request for these codes from the contractor.

e. Multiple Addressees. When multiple output of screening results is requested, all addressees registered under the applicable destination code will receive the results of screening. When single output is requested, only the first addressee in the register (under the applicable destination code) will receive the results.

f. The destination code is five characters in length and may be any combination of alphanumeric characters as designated by the submitter. The destination

code for a Government activity submitter must contain at least two alpha characters in order to preclude duplication of a valid **CAGE/NCAGE**. The destination code for a contractor may consist of, but is not restricted to, its assigned **CAGE/NCAGE**.

7.2.2 Maintenance of the DLSC Master Address Table. It will be the responsibility of the Government activity having cognizance of the screening requirements of the contractors to update and purge the PSMAT according to current requirements. Special attention should be directed to deletion of addresses and destination codes upon completion of contractual obligations or Service/Agency requirements.

7.2.3 Destination Code/Address Data Fixed Format - Instructions. The Destination Code/Address data will be established in fixed format. The following procedures will be used in the preparation of data required to establish the destination code and related address information for initial inclusion in, and subsequent maintenance of, the PSMAT.

a. Position 1-3, Document Identifier Code (Data Record Number (DRN) 3920). (See volume 8, chapter 8.1.)

LUP - Establish a new destination code and related address information or add an address to an existing destination code.

LUR - Change address information or output media code of an existing destination code.

LUS - Delete destination code and all related address information or delete an address from a destination code. A separate deletion action must be made for each address under a destination code when the destination code and at least one address is to be retained.

b. Position 4-6, Package Sequence Number (DRN 1070). A three-position alphanumeric sequence number to control or maintain the sequence of lines in an address package. The first line of the first address will contain A01, the second line A02, and continue thus to the last line of the last address in the package which will be Z and the appropriate number; e.g., if there are 12 lines total in the entire package the last line will be Z12.

c. Position 7, Blank.

d. Position 8-9, Activity Code, Screening (DRN 0177). The two-position code designating the submitter or responsible Government activity (as listed in, but not restricted to, volume 10, table 104; e.g., TG Warner Robins AFB, KE Aviation Supply Office, etc.).

e. Positions 10-14, Destination Code, Screening (DRN 3890). The five-position code which identifies the recipient(s) of provisioning screening results.

f. Positions 10-14, Deletion of Destination Code, Screening - DIC LUS. To delete an entire destination code and all of its related address data, positions 15-80 will be left blank. To delete one address from an existing destination code, positions 15-16 must be completed and 17-80 will be left blank.

g. Positions 15-16, Address Line Sequence Code (DRN 0233). A two-position alphanumeric number to sequence the individual addresses in a multiple address package and to sequence the lines within each address. The first position (15) will be alpha starting with A, and each line in an address will have the same alpha in position 15. Position 16 will be numeric and will be sequenced starting with 1 in the first line of an address, 2 in the second line, etc., so that a 5 line address would be sequenced

CHAPTER 3

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